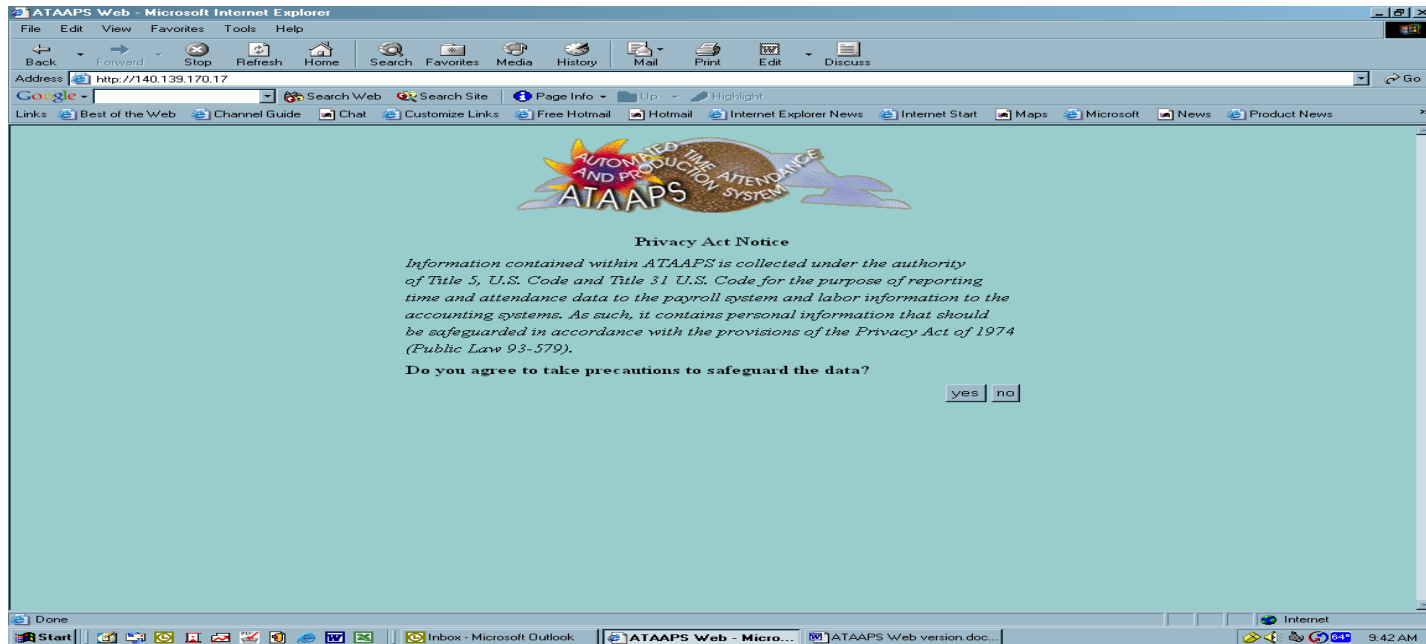


***USERS' DESK GUIDE  
ATAAPS WEB VERSION  
February 2003***

## INTRODUCTION

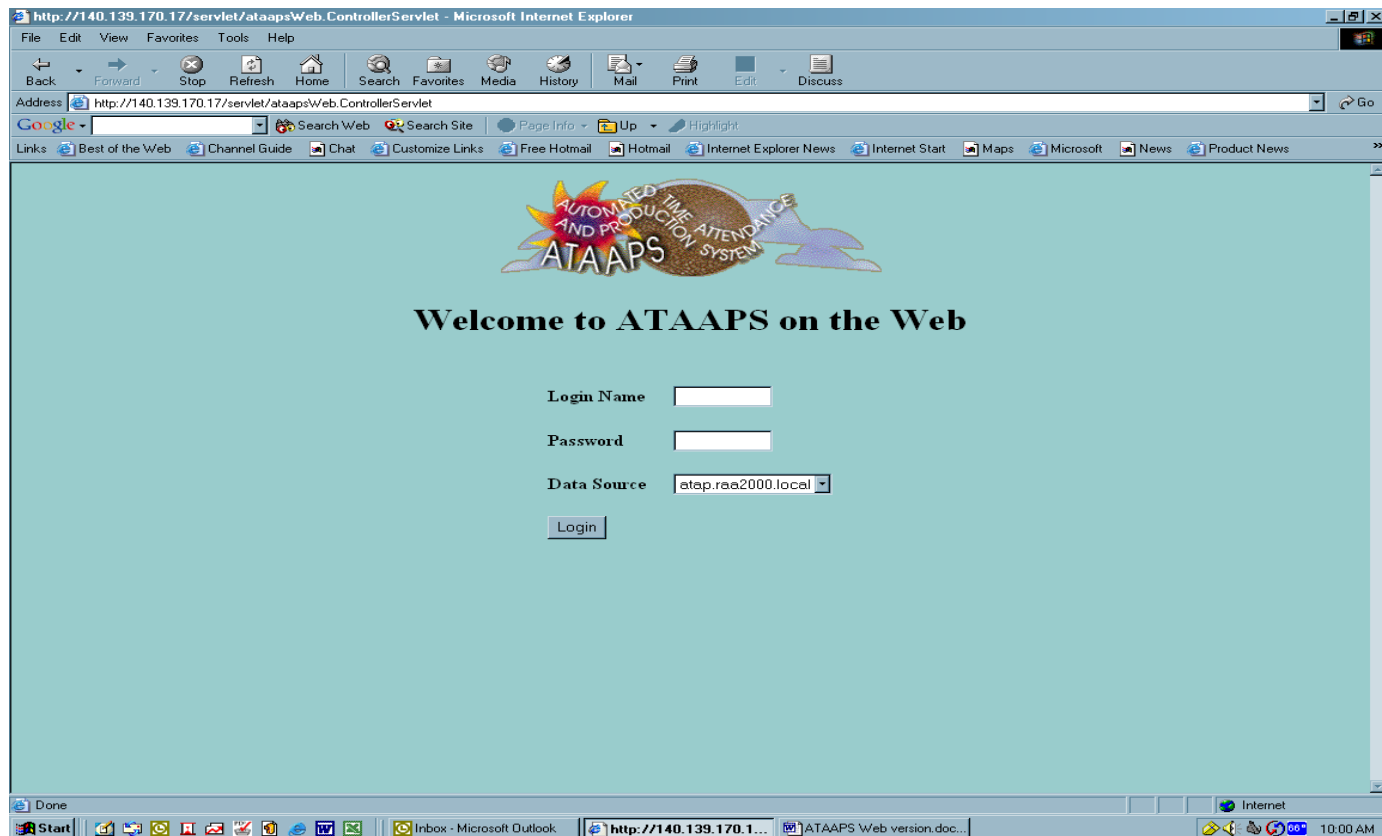
The Automated Time Attendance and Production System (ATAAPS) provides an automated, single-source input for reporting and collecting time and attendance (T&A) and labor data and for passing this information to PEO STRI's payroll and accounting systems.

To perform time and attendance responsibilities using the ATAAPS Web version, open a browser (Internet Explorer is preferred or Netscape). This web site is available by all users provided you have access to a computer, internet access and a browser. You will be able to log in from outside PEO STRI, including your home, using a local Internet Service Provider (ISP). Once you access ATAAPS Web the first time, you can add that web page to your Favorites, and then in the future, you can use the link to access it. A link will also be available on PEO STRI's Applications homepage. Once you access the link, the following Privacy Act page is then displayed. Click "yes" to continue.



## LOGIN

Enter your Login Name and Password, which are the same as your LAN Login Name and Password. Login Name must be all lower case. Data source will be Enterprise.



The screenshot shows a Microsoft Internet Explorer window with the address bar displaying `http://140.139.170.17/servlet/ataapsWeb.ControllerServlet`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Back, Forward, Stop, Refresh, Home, Search, Favorites, Media, History, Mail, Print, Edit, and Discuss. The address bar also includes a Go button. Below the address bar is a search bar with a Google logo and a search button. The main content area has a light blue background and features the ATAAPS logo at the top center. The logo consists of a stylized sun with rays and the text "ATAAPS" in a bold, sans-serif font. Below the logo, the text "WELCOME TO ATAAPS ON THE WEB" is displayed in a bold, sans-serif font. Underneath this text are three input fields: "Login Name" with a text box, "Password" with a text box, and "Data Source" with a dropdown menu showing "atap.raa2000.local". Below these fields is a "Login" button. The status bar at the bottom of the browser window shows "Done" and "Internet". The Windows taskbar at the bottom of the screen shows the Start button, several open applications including Microsoft Outlook, and the system clock displaying "10:00 AM".

**ATAAPS**  
AUTOMATED TIME ATTENDANCE  
AND PRODUCTION SYSTEM

**Welcome to ATAAPS on the Web**

Login Name

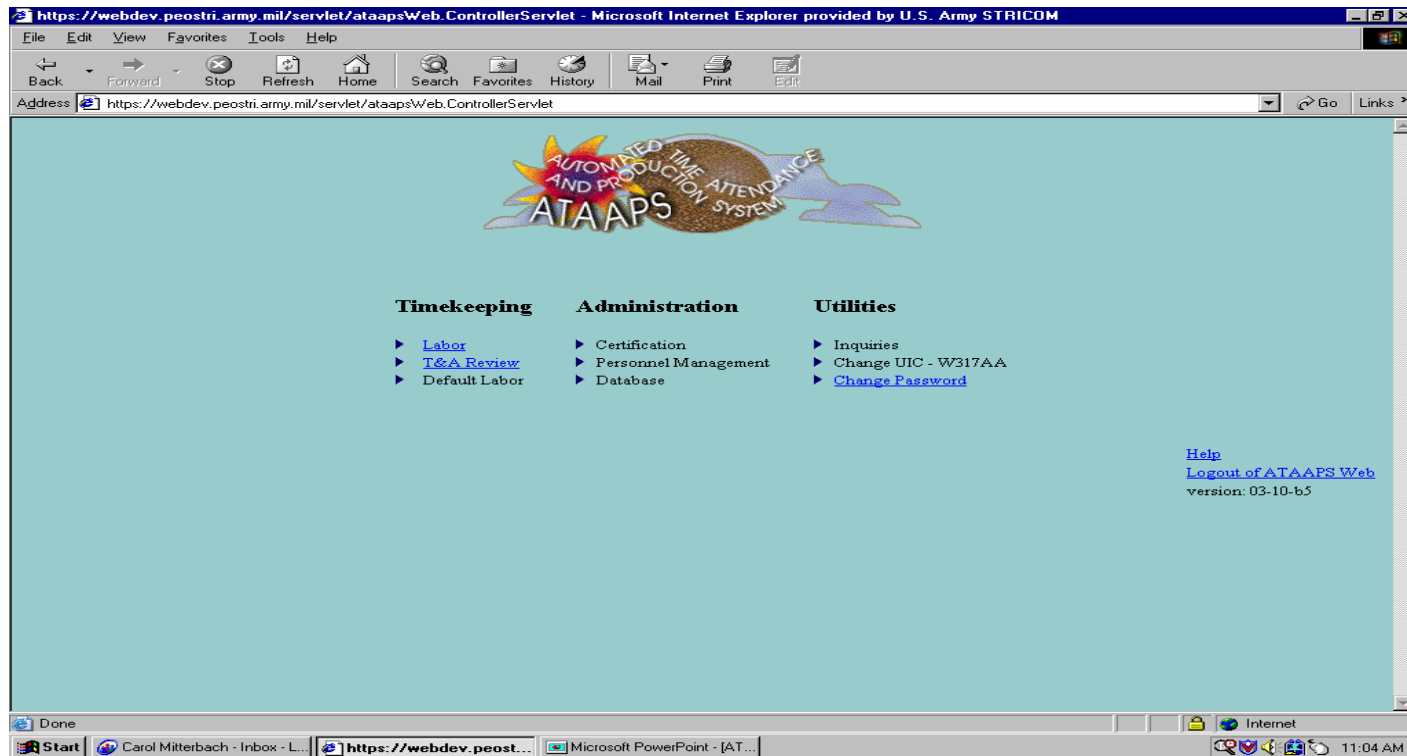
Password

Data Source

Login

## MAIN MENU - GENERAL USER

As shown below, there are different tools listed - Timekeeping, Administration and Utilities. Depending on the role you've been assigned, i.e, timekeeper, certifier, or general user, will indicate which windows can be accessed. Those listed in blue and underlined are those areas that can be accessed as a general user, as shown below. Although [Change Password](#) shows as an active screen, all PEO STRI personnel have been restricted from changing their password. If you click on this window, you will receive a message that you are restricted from changing your password. To enter time and attendance data, click on [Labor](#) to open this screen.



## REPORTING LABOR

The following screen is for entering labor hours. **Reminder that only exception and leave hours need to be entered. Regular default entries will still be processed. You do not have to enter holiday leave; it will be processed with the default process, which will be completed the second Thursday of each pay period.** The pay period can be changed by selecting one of the two arrow buttons next to the drop down menu or using the drop down menu, selecting the appropriate pay period and clicking the “Pay Period” button. To enter labor hours, click on the “Insert Row” button located below the Reported Hours line.

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

Address: <https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y>

[Go to Bottom](#)

Logged In As: [DOE, JOHN](#) UIC: W317AA

Team: RC

Employee: DOE, JOHN

Begin Pay Period: 2003-Feb-09 [Dropdown] [Left Arrow] [Right Arrow] [Pay Period]

NdDiff/Haz/Oth: No [Concur](#): No [Certified](#): No

February 9 10 11 12 13 14 15 16 17 18 19 20 21 22

[Work Center](#) [Job Order](#) [OP Code](#) [Type](#) [hr](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Reported Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[Delete Rows] [NdDiff/Haz/Oth] [Insert Row] [Refresh] [Summary]

[Back to Top](#)

[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

Done

Start | Carol Mitterbach - Inbox - L... | ATAAPS 14 Day Lab... | Microsoft PowerPoint - [AT...]

Internet 9:52 AM

## FAVORITES LIST

Clicking the “Insert Row” button on the previous labor screen will bring you to a list similar to below. This is your Favorites List, which are the projects you are authorized to charge. To select a project, click in the applicable radio button to indicate your choice and click Ok. To have a project added, you must contact the appropriate program analyst for authorization.

	Work Center	Job Order	Description	OPCODE	Description
<input type="radio"/>	RC	3WRA3Q	3WRA3Q	R03CG	R03CG RESOURCE SYS ANALYSIS
<input type="radio"/>	RC	3WRCH1	3WRCH1	C07X0	C07X0 CREDIT HOURS EARNED
<input type="radio"/>	RC	3WRLV1	3WRLV1	W59MV	W59MV GENERIC LEAVE
<input type="radio"/>	RC	3WRLV2	3WRLV2	W69MV	W69MV GENERIC SICK LEAVE
<input type="radio"/>	RC	3WRLV3	3WRLV3	W79MV	W79MV SICK LEAVE (CARE OF FAMILY)
<input type="radio"/>	RC	3WRLV4	3WRLV4	W89MV	W89MV SICK LEAVE (FUNERAL)

Ok Cancel

## TYPE HOUR CODE

Selecting a project from the Favorites List will bring you back to the labor window and will automatically populate the Work Center, Job Order and OPCODE fields. It will also insert a smiley face icon indicating you are set up to use the Favorites List. You will then need to select the Type Hour Code applicable to the project you selected. For example, if you selected Generic Sick Leave as a project, you must select the Type Hour Code for either Sick Leave or Advanced Sick Leave. To view the Type Hour Code descriptions, click on the [Type hr](#) just above the box.

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

Address: <https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet>

[Go to Bottom](#)

LoggedInAs: [DOE, JOHN](#) UIC: W317AA

Team: RC

Employee: DOE, JOHN

Begin Pay Period: 2003-Feb-09 << >> PayPeriod

NIDif/Haz/Oth: No Concur: No Certified: No

February 9 10 11 12 13 14 15 16 17 18 19 20 21 22

[Work Center](#) [Job Order](#) [OP Code](#) [Type hr](#)

RC 3WRLV1 W39MV LA

Reported Hours

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
LA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Delete NIDif/Haz/Oth InsertRow Refresh Summary

[Back to Top](#)

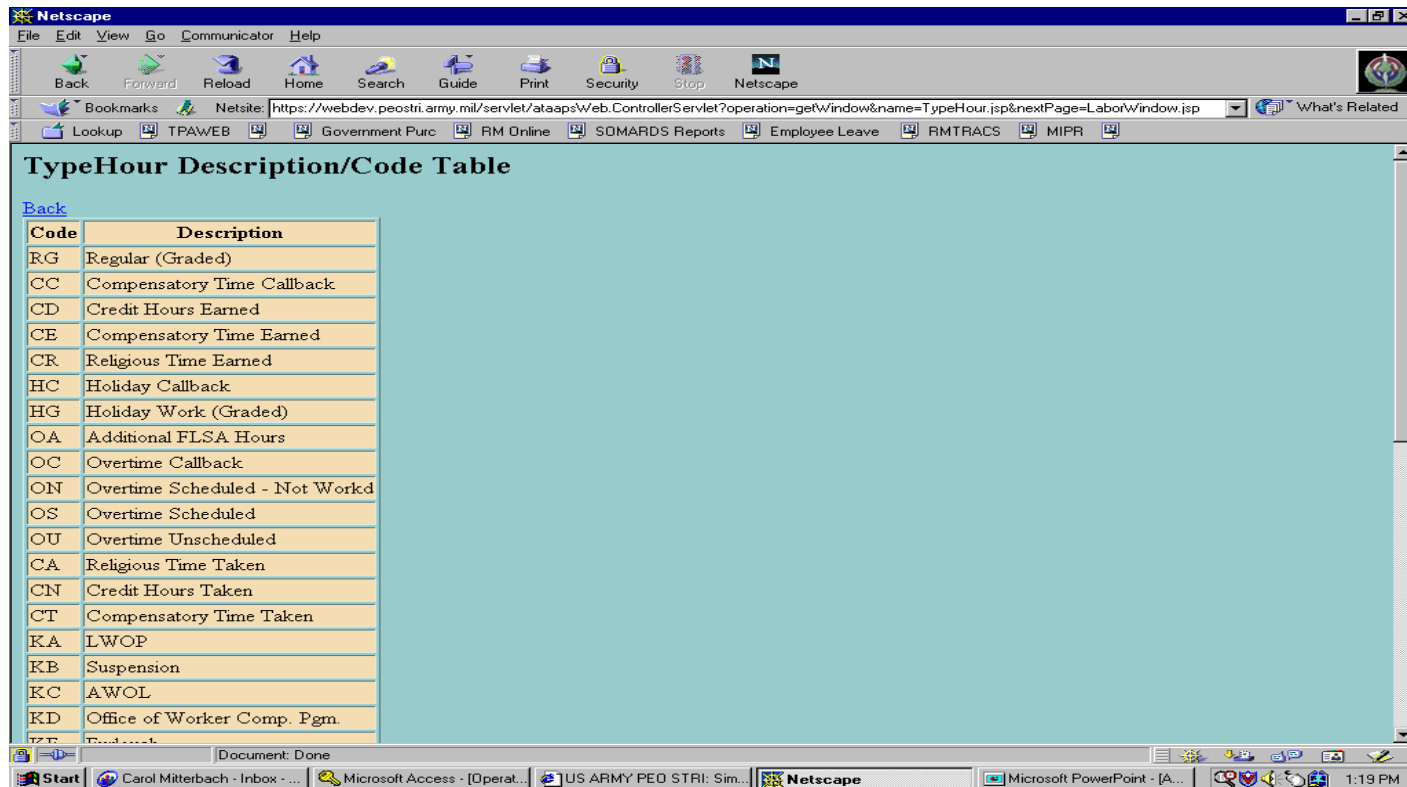
[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

Done

Start Carol Mitterbach - Inbox - L... ATAAPS 14 Day Lab... Microsoft PowerPoint - [AT... 9:55 AM

## TYPE HOUR DESCRIPTIONS

Clicking on [Type hr](#) in the labor screen will pull up the below table. This table is for view only; clicking on a code will not populate the labor screen. You must click on the [Back](#) hypertext to return to your timecard.



[Back](#)

Code	Description
RG	Regular (Graded)
CC	Compensatory Time Callback
CD	Credit Hours Earned
CE	Compensatory Time Earned
CR	Religious Time Earned
HC	Holiday Callback
HG	Holiday Work (Graded)
OA	Additional FLSA Hours
OC	Overtime Callback
ON	Overtime Scheduled - Not Worked
OS	Overtime Scheduled
OU	Overtime Unscheduled
CA	Religious Time Taken
CN	Credit Hours Taken
CT	Compensatory Time Taken
KA	LWOP
KB	Suspension
KC	AWOL
KD	Office of Worker Comp. Pgm.
KT	...



## ENTERING HOURS

After selecting a project from the Favorites List and the Type Hour Code, tab over or click on the day you wish to enter time for that project. Enter time by typing the number of hours. Whole hours can be entered by just entering the number, i.e., a 8 with no decimal. Partial hours are entered as hh.mm ((hours, hours, minutes, minutes)) by using a **decimal point not a colon**. Quarter hours will be used: 15 mins = .15; 20 mins = .30 and 45 mins = .45. When all time and attendance has been entered, click on the “Save” button.

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

Address: <https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet>

[Go to Bottom](#)

Logged In As: [DOE, JOHN](#) UTC: W317AA

Team: RC

Employee: DOE, JOHN

Begin Pay Period: 2003-Feb-09

NtDiff/Haz/Oth: No Concur: No Certified: No

February 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Work Center Job Order OP Code Type hr

RC 3WRLV1 W59MV LA

Reported Hours 0.00: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary

[Back to Top](#)

[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

Done

Start Carol Mitterbach - Inbox - L... ATAAPS 14 Day Lab... Microsoft PowerPoint - [AT... 9:56 AM

## MODIFYING LABOR

To modify an existing labor line, clicking on the smiley face icon will reopen your Favorites List. This will allow you to change a project for the particular line you clicked on. For example, you may have previously entered 40 hours of sick leave and decide you want to use annual leave. This will allow you to change the project without changing all the hours entered. If you chose to change the project, you will need to ensure that no change to the type hour code is required. You can also choose to delete the existing line and insert a new line.

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

Address: <https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet>

[Go to Bottom](#)

LoggedInAs:	DOE, JOHN	UIC:	W317AA
Team:	RC		
Employee:	DOE, JOHN		
Begin Pay Period:	2003-Feb-09	<<	>>
NtDiff/Haz/Oth:	No	Concur:	No
Certified:	No		

February 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
RC	3WRLV1	W59MV	LA					8.00	8.00								

[open favorites](#)      **Reported Hours**    **16.00:** 0.00 0.00 0.00 0.00 8.00 8.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

[Save](#)   [DeleteRows](#)   [NtDiff/Haz/Oth](#)   [InsertRow](#)   [Refresh](#)   [Summary](#)

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[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

Done

Start   Carol Mitterbach - Inbox - L...   ATAAPS 14 Day Lab...   Microsoft PowerPoint - [AT...]

Internet   9:59 AM

## DELETING LABOR

To delete an existing labor line, click in the box next to the smiley face icon and below the trash can and hit the “Delete Rows” button. Remember to hit the “Save” button to save all records. If you erroneously deleted a line, you can click on the “Refresh” button and the line will not be lost. This, however, will only work if you did not save the records after deleting the row. If you did hit the “Save” button, you will need to reenter the line.

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet> Go Links >>

[Go to Bottom](#)

LoggedInAs:	DOE, JOHN	UIC:	W317AA
Team:	RC		
Employee:	DOE, JOHN		
Begin Pay Period:	2003-Feb-09	<<	>>
NtDiff/Haz/Oth: No		Concur: No	Certified: No

February 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Work Center	Joh Order	OP Code	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	RC	3WRLV1	W59MV	LA					8.00	8.00								
<input type="checkbox"/>	RC	3WRCH1	C07X0	CD		2.00	2.00	2.00					2.00	2.00	2.00	2.00		
<input checked="" type="checkbox"/>	RC	3WRLV1	W59MV	CN													8.00	

Reported Hours 38.00: 0.00 2.00 2.00 2.00 8.00 8.00 0.00 0.00 2.00 2.00 2.00 2.00 8.00 0.00

Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary

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[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

Done

Start Carol Mitterbach - Inbox - L... ATAAPS 14 Day Lab... Microsoft PowerPoint - [AT... Internet 10:02 AM

## INVALID TYPE HOUR CODE

If an incorrect type hour code is selected and an attempt to save the record is made, the error message shown below in red will appear below the line that is erroneous. For example, you cannot select a leave JON and match it with a type hour code of RG, which is regular hours. Therefore, to correctly save the record, you must reselect the appropriate type hour code. If the line should be deleted, click in the box next to the smiley icon and under the trash can icon, click on the “Delete Rows” button, and lastly, click on “Save”.

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet> Go Links >>

[Go to Bottom](#)

DOE, JOHN

LoggedInAs:	UIC: W317AA
Team:	RC
Employee:	DOE, JOHN
Begin Pay Period:	2003-Feb-09 << >> PayPeriod
NtDiff/Haz/Oth: No	Concur: No Certified: No

February 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/> ☺ RC	3WRLV1	W39MV	LS					8.00	8.00								
<input type="checkbox"/> ☺ RC	3WRCH1	C07X0	CD		2.00	2.00	2.00					2.00	2.00	2.00	2.00		
<input type="checkbox"/> ☺ RC	3WRLV1	W39MV	CN													8.00	

**Reported Hours 38.00:** 0.00 2.00 2.00 2.00 8.00 8.00 0.00 0.00 2.00 2.00 2.00 2.00 8.00 0.00

Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary

[Back to Top](#)

[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

Done

Start Carol Mitterbach - Inbox - L... ATAAPS 14 Day Lab... Microsoft PowerPoint - [AT... 10:04 AM

## EMPTY VALUES

The error message in red below will be displayed under the erroneous line if an attempt to save the records is made without all the required fields populated. The only field that is allowable to be empty is the OPCODE field. The OPCODE field will automatically be filled in after selection from the Favorites List.

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet> Go Links >>

[Go to Bottom](#)

DOE, JOHN

LoggedInAs:	UIC: W317AA
Team:	RC
Employee:	DOE, JOHN
Begin Pay Period:	2003-Feb-09 << >> PayPeriod
NtDiff/Haz/Oth: No	Concur: No Certified: No

February 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Work Center	Job Order	OP Code	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/> RC	3WRLV1	W59MV							8.00	8.00								
Empty values only allowed for OPCODE																		
<input type="checkbox"/> RC	3WRCH1	C07X0	CD		2.00	2.00	2.00						2.00	2.00	2.00	2.00		
<input type="checkbox"/> RC	3WRLV1	W59MV	CN														8.00	

**Reported Hours 22.00:** 0.00 2.00 2.00 2.00 0.00 0.00 0.00 0.00 2.00 2.00 2.00 2.00 8.00 0.00

Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary

[Back to Top](#)

[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

Done

Start Carol Mitterbach - Inbox - L... ATAAPS 14 Day Lab... Microsoft PowerPoint - [AT... 10:06 AM

## EXCEEDED HOURS

If you erroneously enter more than the authorized/scheduled hours for a day, the below error message in red will be displayed. Additionally, a red arrow will indicate which day the hours were exceeded. Remember premium hours, which includes credit hours earned, are not part of an individual's daily tour.

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

Address: https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet

[Go to Bottom](#)

**DOE, JOHN**

LoggedInAs:	UIC: W317AA
Team:	RC
Employee:	DOE, JOHN
Begin Pay Period:	2003-Feb-09
NtDiff/Haz/Oth: No	Concur: No
Certified: No	

**Tour Hours Exceeded**

Work Center	Job Order	OP Code	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
RC	3WRLV1	W59MV	LA						8.00	8.00							8.00		
RC	3WRCH1	C07X0	CD		2.00	2.00	2.00						2.00	2.00	2.00	2.00			
RC	3WRLV1	W59MV	CN														8.00		
<b>Reported Hours</b>					<b>46.00</b>	0.00	2.00	2.00	2.00	8.00	8.00	0.00	0.00	2.00	2.00	2.00	2.00	16.00	0.00

Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary

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[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

Done

Start Carol Mitterbach - Inbox - L... ATAAPS 14 Day Lab... Microsoft PowerPoint - [AT... 10:07 AM

## SUMMARY SCREEN

To view a summary of your timecard, select the “Summary” button from the labor window. A summary of all hours can also be viewed under the T&A Review window; however, that summary screen is strictly a total of hours and not displayed on a daily basis as is the screen below. Timecards can be printed, and it is recommended that this be the screen to print. To print the screen on one page, change your print setting to Landscape.

**Labor Summary for Pay Period - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://webdev.peostri.army.mil/ataaps/getLaborSummary.jsp> Go Links >>

[Back](#)

<b>Team:</b>	RC
<b>Employee:</b>	JOHN DOE
<b>Begin Pay Period:</b>	2003-Feb-09

February	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<b>Scheduled Hours:</b>	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
<b>Scheduled Night Diff:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Scheduled Shift Code:</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Reported to Scheduled:</b>	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
<b>Reported Regular:</b>	0.00	8.00	8.00	8.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00	56.00
<b>Reported Night Diff:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Reported Leave:</b>	0.00	0.00	0.00	0.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	24.00
<b>Reported Premium:</b>	0.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	2.00	2.00	2.00	2.00	0.00	0.00	14.00

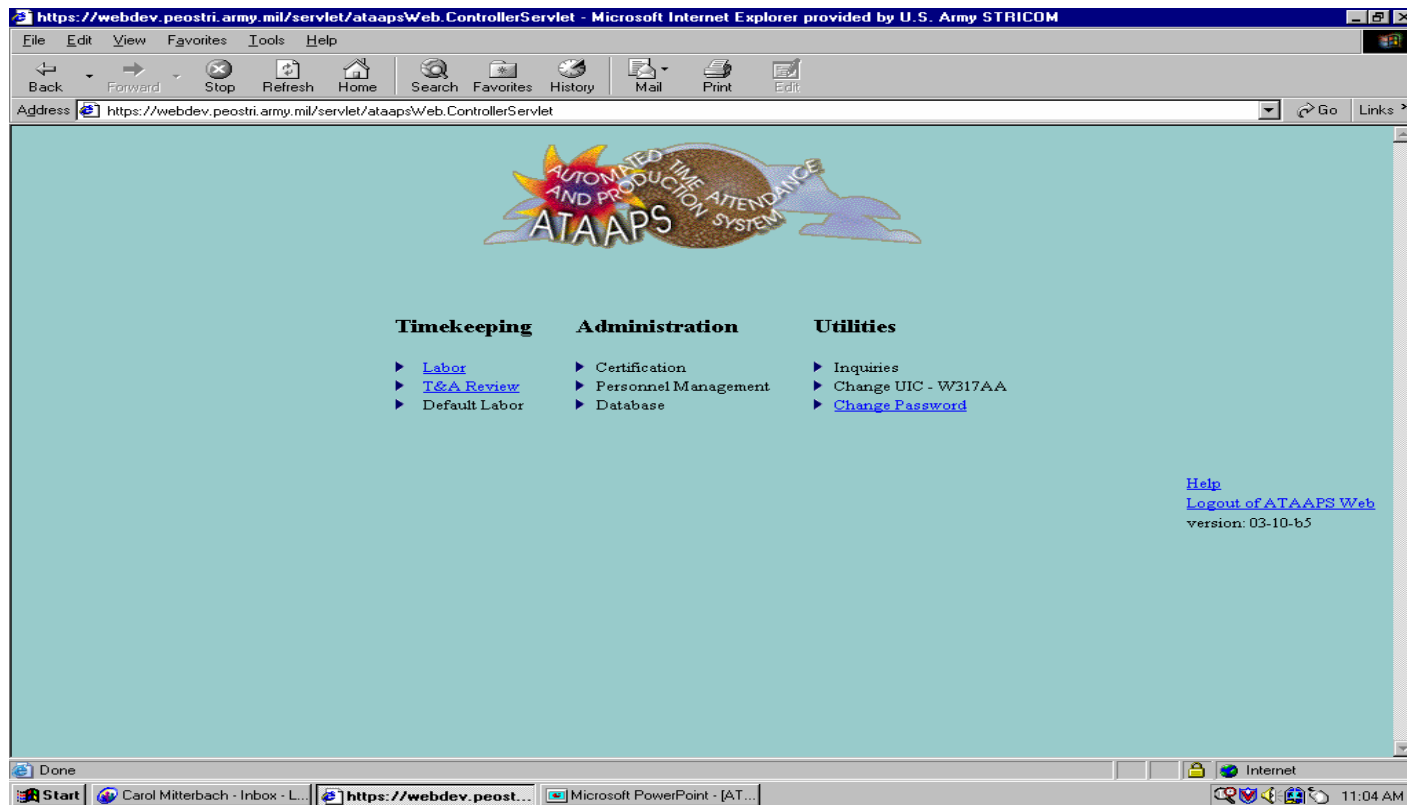
[Back](#)

Done

Start Carol Mitterbach - Inbox - L... Labor Summary for P... Microsoft PowerPoint - [AT... Internet 10:09 AM

## T&A REVIEW

Although it is not mandatory, it is highly encouraged for you to annotate that you agree with the time information displayed. To concur with your reported time and attendance, click the [T&A Review](#) link on the main menu.





## T&A CONCURRENCE

If you concur with the displayed T&A summary, click in the box next to your name to indicate your approval. If a prior pay period needs to be reviewed, click one of the two arrow buttons next to the drop down menu or select the drop down menu and select the desired pay period and click the “Pay Period” button.

https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet?operation=getWindow&name=co - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet?operation=getWindow&name=concurrencyWindow.jsp&reset=y> Go Links >>

**LoggedInAs:** DOE, JOHN **UIC:** W317AA

**Begin Pay Period:** 2003-Feb-09 [Dropdown] << >> PayPeriod

☐ I DOE, JOHN agree with labor charges and credits to leave and compensatory time shown.

Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOE, JOHN	000-00-0001	80.00	80.00	56.00	24.00	0.00	14.00

Ok Cancel

[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

Done

Start Carol Mitterbach - Inbox - L... https://webdev.peost... Microsoft PowerPoint - [AT... Internet 10:11 AM

## LABOR CONCURRENCE

After you have reviewed and concurred with the time and attendance data in the T&A Review window, the user can see that the [Concur](#) below has changed from No to Yes in the Labor window.

**ATAAPS 14 Day Labor Window - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y> Go Links

[Go to Bottom](#)

**LoggedInAs:** [DOE, JOHN](#) **UTC:** W317AA

**Team:** RC

**Employee:** DOE, JOHN

**Begin Pay Period:** 2003-Feb-09  << >>

**NtDiff/Haz/Oth:** No **Concur:** Yes **Certified:** No

		February																	
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
<input type="checkbox"/>		RC	3WRA3Q	R03CG	RG		8.00	8.00	8.00					8.00	8.00	8.00	8.00		
<input type="checkbox"/>		RC	3WRCH1	C07X0	CD		2.00	2.00	2.00					2.00	2.00	2.00	2.00		
<input type="checkbox"/>		RC	3WRLV1	W59MV	CN													8.00	
<input type="checkbox"/>		RC	3WRLV1	W59MV	LA					8.00	8.00								
<b>Reported Hours</b>		<b>94.00:</b>	0.00	10.00	10.00	10.00	8.00	8.00	0.00	0.00	10.00	10.00	10.00	10.00	8.00	0.00			

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[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

<https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet?operation=getWindow&name=concurrencywindow.jsp&nextPage=Lab>

Start Carol Mitterbach - Inbox - L... ATAAPS 14 Day Lab... Microsoft PowerPoint - [AT... 10:12 AM

## TIMECARD CERTIFICATION

Even if you do not perform the T&A concurrence function, your timecard will still be certified. Once your timecard has been certified, changes can no longer be made.

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://webdev.peostri.army.mil/servlet/ataapsWeb.ControllerServlet> Go Links >>

[Go to Bottom](#)

LoggedInAs: [DOE, JOHN](#) UIC: W317AA

Team: RC

Employee: DOE, JOHN

Begin Pay Period: 2003-Jan-26 << >> PayPeriod

NtDiff/Haz/Oth: No **Concur: No** **Certified: Yes** **Sent To Payroll: No**

		January	26	27	28	29	30	31	1	2	3	4	5	6	7	8		
	Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	RC	3WRA3Q	R03CG	CE						8.00								
	RC	3WRA3Q	R03CG	RG		8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00	8.00	
	RC	3WRCH1	C07X0	CD									2.00	2.00	2.00	2.00	2.00	
	RC	3WRLV1	W59MV	LA						8.00								
<b>Reported Hours</b>					<b>98.00:</b>	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	10.00	10.00	10.00	10.00	0.00

[NtDiff/Haz/Oth](#) [Summary](#)

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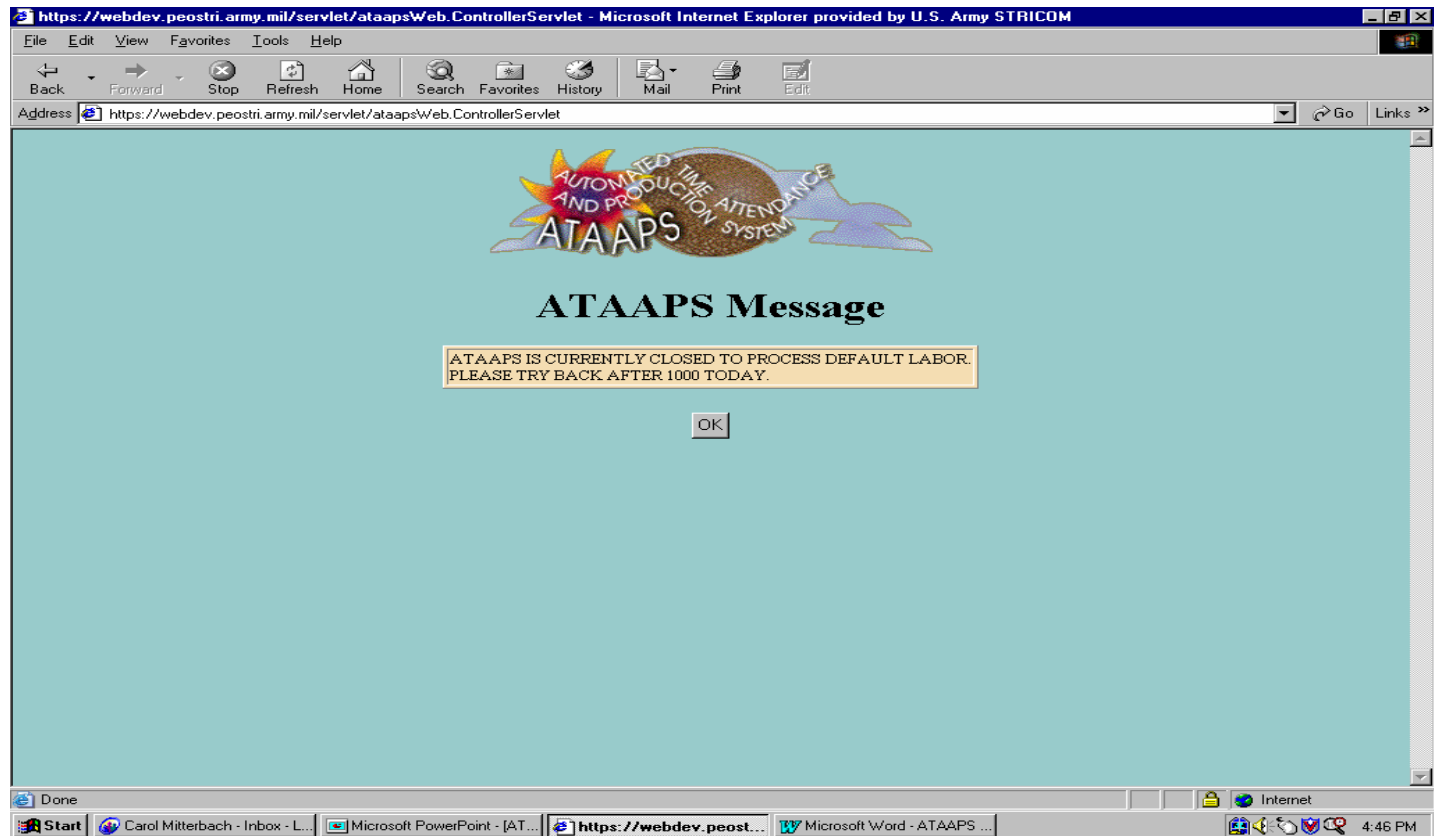
[Help](#)  
[Go to ATAAPS Menu](#)  
[Logout of ATAAPS Web](#)

Done

Start Carol Mitterbach - Inbox - ... ATAAPS 14 Day Lab... Microsoft PowerPoint - [A... Microsoft Access - [Main F... Internet 11:41 AM

## MESSAGE SCREEN

When ATAAPS is closed to the workforce, you will receive a message upon login.



## MISCELLANEOUS INFORMATION

The Help menu within the ATAAPS Application can be a very valuable asset to you. It can be accessed from any page after login in the lower right hand corner.

As with all web applications, if you don't log off and the application remains inactive, the session will time out. Since the application will not close the window, it can be misleading in that you believe the session is still open. If you attempt to make changes, the system will not notify you that the session has logged you off until after you hit the "Save" button. It is recommended that before you make changes, to ensure the session is active, click the "Refresh" button.

## SUMMARY OF MAIN POINTS

You can access ATAAPS Web from the Applications section of the PEO STRI Homepage. In addition, you will be able to log in from outside PEO STRI using a local ISP. You will use your network (LAN) user name and password to log into ATAAPS.

Any window to which you have access will display in blue text with a line underneath. The general user, who has no authority to certify timecards or do any other administrative action, will have active hyperlinks to the [Labor](#) and [T&A Review](#) windows.

The default process will remain the same. On the second Thursday of the pay period, defaults will run by the PEO STRI payroll office and will populate your timecard with any unreported hours. It is recommended that you enter all exception hours prior to the default process being run. You will be required to enter your time and labor only if there is an exception such as leave or premium.

You will enter exception time by clicking on the "Insert Rows" button and selecting the appropriate JON/OPCODE combination from the Favorites List. You will then select the Type Hour Code and enter your hours on the relevant days. Upon completion of your time and attendance entry, you must save the records before you leave the window or all the information will be lost.

Using the "Refresh" button will take you back to the last point where you saved. In other words, it will remove anything you have added without saving.